

Office Symbol

MEMORANDUM FOR Driver Testing

SUBJECT: Appointment of Unit Driver Testing Coordinator

1. The following individual is appointed as a Driver Testing Coordinator for this unit:

- a. Name:
- b. Rank:
- c. SSN:
- d. DEROS:
- e. Effective Date:

2. Above appointed Driver Testing Coordinator is responsible for:

- a. Screening drivers to determine if suitable for safe motor vehicle operation and preparatory training prior to testing.
- b. Providing driver performance test and road test for vehicle other than commercial design vehicles, and signing DA Form 348 and SF 346.
- c. Maintaining a valid DA Form 348 for all drivers assigned at units not having a motor pool.

Unit Commander's Signature Block

Example